

## DISCLOSURES

## Ministerial Directives

Treasurer's Instruction 903 (12) requires agencies to disclose information on any Ministerial Directives relevant to the setting or achievement of desired outcomes or operational objectives, investment activities, and financing activities.

The Office of the GCIO did not receive any Ministerial Directives during 2016-17.

## Other Financial Disclosures

### Pricing policies of services provided

Not applicable

### Capital Projects

Nil

### Unauthorised use of credit cards

Officers of the Department of Finance hold corporate credit cards where their functions warrant usage of this facility. The Office of the GCIO did not have any unauthorised use of credit cards during the 2016-17 reporting period.

	<b>2016-2017 \$</b>
Aggregate amount of personal use expenditure for the reporting period	Nil
Aggregate amount of personal use expenditure settled by the due date (within 5 working days)	Nil
Aggregate amount of personal use expenditure settled after the period (after 5 working days)	Nil
Aggregate amount of personal use expenditure outstanding at balance date	Nil

## DISCLOSURES

## Employment and Industrial Relations

### Comparative full time equivalent (FTE) allocation by category

The Office of the GCIO was established on 1 July 2015 for a period of three years. As the Office of the GCIO has no permanent employees, for reporting purposes, the number of full-time and part-time contracted employees is noted below, as well as the number of employees seconded from State Government agencies whose substantive position remains with that agency.

Category	2016-17	2015-16
Full-time	19	9.5
Part-time	1	1.6
Seconded in	16	13.5
<b>Total</b>	<b>36</b>	<b>24.6</b>

Source Data: 2016-2017 MOIR Data

#### Notes:

Part-time = hours less than normal hours of 37.5 per week.

## Workers Compensation

In accordance with Treasurer's Instruction 903 (13iic), the Office had the following workers' compensation disclosures.

	2016-17	2015-16
Workers' compensation claims	0	0
Lost time injuries	0	0

### Industrial Relations

Staff at the Office of the GCIO are employed under the conditions of the Public Service Award 1992 and Public Service and Government Officers General Agreement 2014. As a sub-department of the Department of Finance, the Office of the GCIO is also covered by an Agency Specific Agreement with provisions for a wellness program, motor vehicle allowance for business use and flexible working arrangements.

### Staff Development

The Office of the GCIO works closely with the Department of Finance in the area of professional development. Since its commencement the priority has been to recruit and maintain a high performing workforce. Continuing development is supported through the Performance and Development Program.

## Governance disclosures

The Office of the GCIO is part of the Department of Finance's Governance environment in terms of both the delegation framework and many of the internal committees. Rather than create duplicate committees, the Office of the GCIO has minimised cost through utilising as much of the Department's framework as possible. The Office of the GCIO has its own Corporate Executive and also operates a sub-committee focused on Financial Management.

The Office of the GCIO Corporate Executive meets weekly and includes the Government Chief Information Officer and Executive Directors.

The Financial Management sub-committee meets monthly and membership includes the Government Chief Information officer, Executive Director Policy and Governance and the Chief Finance Officer of the Department of Finance.

### Senior officers

As at the date of reporting, no senior officers, firms of which senior officers are members, or entities in which senior officers have substantial interests, had any interests in existing or proposed contracts with the sub-department or the Office of the GCIO other than normal contracts of employment of service.

### Board and committee remuneration

Nil

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## Other legal requirements

## Expenditure on advertising, market research, polling and direct mail

In accordance with section 175ZE of the *Electoral Act 1907*, the Office of the GCIO incurred \$336,829 expenditure during the year for the Innovation Worth Sharing branding and marketing campaign.

Organisation	2016-17 Expenditure (incl. GST)
Advertising agencies	
• Rare Pty Ltd	87,978
• Adcorp Australia Limited	5616
Market research organisations	Nil
Polling organisations	Nil
Direct mail organisations	Nil
Media advertising organisations	
• Carat Australia Media Services	243,235
<b>Total</b>	<b>336,829</b>

Access and Inclusion –  
sub-department's Disability Access  
and Inclusion Plan

The Office of the GCIO has adopted the Disability Access and Inclusion Plan developed by the Department of Finance.

Compliance with public sector  
standards and ethical codes

Over the year, the Office of the GCIO has provided proactive guidance to managers and staff to ensure recruitment processes complied with public sector standards.

No breach of standard claims were lodged in 2016-17. No disclosures were received in 2016-17 under the *Public Interest Disclosure Act 2003*.

## Recordkeeping plans

The Office of the GCIO continues to follow recordkeeping compliant protocols developed by the Department of Finance and all staff have access to instructions and guides for the use of the recordkeeping system via the agency's intranet.

The release of a new customised online learning module for recordkeeping supports the Department of Finance's commitment to maintaining good recordkeeping practices and is an extension to the recordkeeping obligations and compliance training provided during induction training.

## Freedom of information

In compliance with the *Freedom of Information Act 1992* the Office of the GCIO has published an Information Statement describing the types

of documents in its possession that could be accessed under Freedom of Information. In 2016-17 the Office of the GCIO did not receive any Freedom of Information applications.

Government Policy  
Requirements

## Government Building Contracts

Nil

## Substantive equality

The Office of the GCIO supports the provision of services that address the different needs of Western Australia's diverse community and supports the Equal Opportunity Commission to eliminate systemic racism by creating a community based on equality for everyone.

Occupational safety, health and  
injury management

The Office of the GCIO continues to provide a safe and healthy workplace in accordance with the requirements of the Public Sector Commissioner's Circular 2012-05: Code of Practice Occupational Safety and Health (OSH) in the Western Australian Public Sector, and in support of the State Government's commitment to achieving the goals of the Australian Work Health and Safety Strategy 2012 - 2022.

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## Injury management

The Office of the GCIO through the Department of Finance has applied the Worksafe assessment self-evaluation tool. Its application included the:

- ongoing consultation on emerging health, safety and wellbeing issues with staff across the Department.
- ongoing provision of up-to-date training on health and safety matters to all staff.
- developing the Hazard/Incident Reporting and Issue Resolution process.

## Public Sector Commissioner's Occupational Safety and Health performance requirements 2016-17

Indicator	2016-17	2015-16	Target	Comment on result
Number of fatalities	Nil	Nil	Nil	Achieved
Lost time injury and/or disease incidence rate	Nil	Nil	At least nil or 10% improvement on the previous two years	Achieved - No lost time injuries during 2016/17
Lost time injury and/or disease severity rate	Nil	Nil	Nil	Achieved - No Lost time injuries during 2016/17
Percentage of injured workers returned to work:	Nil	Nil	Nil	
• Within 13 weeks	N/A	N/A		
• Within 26 weeks	N/A	N/A		
Percentage of managers trained in occupational safety, health and injury management responsibilities	0%	0%	Greater than or equal to 80%	Corporate Executive has engaged with the OSH team at Finance about alternative training initiatives including streamlining of mandatory training to ensure that the number of managers trained in occupational safety, health and injury management is at appropriate levels.

## Legislation administered

The Office of the GCIO does not administer any legislation.